

**REVENUE TRAFFIC TRANSPORTED ON DEPARTMENT OF
DEFENSE AIRCRAFT OTHER THAN AIRLIFT
SERVICE, INDUSTRIAL FUND (MAC)**

This regulation assigns responsibilities and prescribes procedures for processing and collecting charges for revenue traffic when such traffic is authorized to be transported on Department of Defense aircraft other than MAC. It applies to all Department of Defense activities responsible for identifying, documenting, reporting, and processing or otherwise handling revenue traffic.

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1. Terms Explained:

a. **Revenue Traffic.** This term includes traffic of US Government agencies other than DOD, national interest traffic (see (2) below), certain MAP and MAAG traffic, and traffic of international military organizations of NATO, SEATO, and CENTO for which reimbursement to or accounting by the DOD is required. Policy on transporting personnel and cargo qualifying as revenue traffic is in AFR 76-6/AR 59-20/OPNAVINST 4630.10 A, AFR 76-22, and AFR 76-27/AR 59-25/OPNAVINST 4630.15A. Two general categories of revenue traffic that may be transported under the provisions of the foregoing regulations are as follows:

(1) *US Government Traffic*
(excludes DOD agencies.) Traffic of official concern to US Government

agencies for which certification is furnished that commercial transportation is not available, readily obtainable, or satisfactorily capable of meeting the requirement. For purposes of this regulation, traffic transported in support of the approved Grant Aid Military Assistance Program, international military organizations, and the United Nations will be treated as US Government traffic when authorized by AFR 76-27/AR 59-25/OPNAVINST 4630.15A,

(2) *Non-US Government Traffic.*
Traffic not of official concern to the head of an Executive department or agency or his authorized representative(s) but for which he requests military airlift and certifies that it is in the national interest and that commercial transportation is not

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OPR: STPLA

DISTRIBUTION: (Page 4)

available, readily obtainable, or satisfactorily capable of meeting the requirement. National Interest Traffic is non-US Government traffic that the head of an Executive department or agency considers to be beneficial to the political or economic interests of the United States.

b. **Collecting Officer.** The person responsible for handling revenue traffic matters. At installations having a Revenue Traffic officer, he will be the collecting officer, but where there is no Revenue Traffic officer, the MAAG or Mission administrative officer, attache, etc. may be designated the collecting officer.

c. **Special Assignment Airlift.** Non-scheduled airlift provided for off-route service or for the exclusive use of an authorized user.

2. Responsibilities Assigned:

a. **The Military Airlift Command** is the DOD agency responsible for the execution and administration of the revenue traffic procedures prescribed in this regulation. This agency is authorized to communicate directly, in the name of the Secretary of the Air Force, with any command echelon of the military departments in administering matters pertaining to these procedures.

b. **Headquarters, MAC DCS/Comptroller, Accounting and Finance Division** is responsible for:

(1) Billing for charges for revenue traffic.

(2) Control and management of the Deposit Fund Account (57X6922), Air Transportation, MAC.

(3) Making final disposition of funds collected for revenue traffic.

c. **All personnel and operating units** concerned with identifying, documenting, processing, or otherwise handling revenue traffic are responsible for immediately reporting this traffic to MAC ACFAO, Scott AFB, IL. This action will facilitate billing and collection.

3. How Rates Are Determined. Rates to be charged for revenue traffic are determined by the Chief of Staff, US Air Force. Tariffs and procedures for their use are established in AFRs 76-11 and 76-28.

a. **US Government Rate Tariffs, AFR 76-11.** These tariffs are applicable to official traffic of US Government

agencies. Reimbursement will be made by the agency concerned for movement on a point-to-point basis, or on an hourly basis for Special Assignment Airlift.

b. **Non-US Government Rate Tariffs, AFR 76-28.** These tariffs are applicable to non-US Government traffic authorized to be transported in the national interest. Reimbursement by the agency, individual, or activity concerned will be required for movement on a point-to-point basis, or on an hourly basis for Special Assignment Airlift.

4. How Charges Will Be Assessed:

a. Charges will be assessed for the transportation of passengers and cargo qualifying as revenue traffic (see paragraph 1) by using a passenger fare, cargo rate, or flying hour rate, as applicable, and as prescribed in **AFR 76-28.**

b. Such charges will be collected in advance, except in the following instances:

(1) When cash is not the method of payment. In such cases, liability for the cost of transportation to be furnished US Government agencies may be accepted.

(a) For the movement of passengers, through the use of SF 1169, "Transportation Request."

(b) For Special Assignment Airlift, through use of SF 1169 or a "Certificate of Acceptance Liability" (attachment 1). (Prepare the certificate by typewriter on 8 inch by 10 1/2 inch paper according to the illustrated format.)

(2) When one of the military departments or the Commander, MAC, designates the establishment of a credit or when credit is authorized by directives. In this case, a statement of charges will be submitted by HQ MAC to the appropriate individual or agency for collection.

5. Processing and Reporting Procedures:

a. Part three, MAC Manual 76-1, outlines the procedures (including the use of DD Form 1373. "Department of Defense Revenue Airbill") that will be followed in processing, reporting, and handling revenue traffic transported under the provisions of this regulation. (MAC Manual 76-1 has been widely distributed throughout the DOD; however, DOD agencies not having copies and needing them may submit requests to MAC DOZP, Scott AFB, IL.)

b. Where the responsibility for revenue traffic procedures

is not assigned to a Revenue Traffic Officer, a waiver to the revenue traffic reporting procedures outlined in part three, MAC Manual 76-1 is hereby granted. Instead, designated collecting officers are required to forward the following as revenue traffic substantiating documents to MAC/ACFAO, Scott AFB, IL.

(1) Two copies of the transportation authorization authorizing movement between points concerned:

(2) Two copies of the shipping document or similar form indicating the agency or individual responsible for reimbursement, with specific address. Where the shipping document fails to indicate reimbursement data, collecting officers will require a Certificate of Acceptance of Liability.

(3) An original copy of SF 1169 or an original Certificate of Acceptance of Liability from the customer or agency requesting the transportation.

(4) If payment is made in cash, 1 unauthenticated copy of DD Form 1131, "Cash Collection Voucher," (attachment 2).

6. Funds Collected:

a. Funds collected for Special Assignment Airlift and for other transportation will be reimbursed to the applicable appropriation account of the operating department concerned for traffic of US Government agencies, international military organizations, and the United Nations or when such reimbursement to appropriations is authorized by law. Other revenue will ultimately be credited to miscellaneous receipts.

b. Collections made by field stations, including US transportation taxes, if any, will be deposited to Deposit Fund Account 57X6922, Air Transportation, Military Airlift Command, Department of the Air Force. These collections will cite Collection Code 57X6922 S-595200.

7. Handling of Receipts:

a. Acceptable Payments. Except for the methods of payment prescribed in paragraph 4b, payment for transportation will be as follows:

(1) Payment within the Continental United States will be in US dollars, US Postal Money Orders, travelers' checks, or cashiers' or certified checks drawn on United States banks and made payable to the Treasurer of the United States. Copy of invoice will accompany payment.

(2) Payment outside the Continental United States will be in US dollars, US Postal Money Orders, travelers' checks, or US Military Disbursing Officers' Payment Orders. Foreign currency will not be accepted unless specifically authorized by HQ USAF. Copy of invoice will accompany payment.

b. **Deposit of Funds.** Collecting officers will deposit all funds received in payment for the transportation of revenue traffic with the nearest Air Force or Army accounting and finance officer or Navy disbursing officer. All deposits will be accompanied by DD Form 1131, "Cash Collection Voucher."

c. **DD Form 1131.** This form will be prepared and distributed as indicated below:

(1) *Preparing Instructions:*

(a) The collecting officer will prepare an original and 5 copies if the deposit is to be made with an Air Force accounting and finance officer, an original and 6 copies if the deposit will be with an Army finance and accounting officer, or an original and 8 copies if the deposit will be with a Navy disbursing officer.

(b) The form must show the date, name of remitter, point of travel, trip date and number, carrier furnishing the transportation, manifest number, total amount received, and the fund to be credited (see paragraph 6). When foreign currencies (if authorized) have been received, the form must show the amount of such currency and its US dollar value.

(c) **Each** station preparing these vouchers will number its vouchers serially in the space marked "Receiving Office Collection Voucher No.," commencing a new series each fiscal year.

(2) *Distribution of Copies:*

(a) *The collecting officer will:*

1. Send the original and 3 copies with the deposit if deposited with Air Force or Army accounting and finance officer, or send the original and 6 copies if deposited with Navy disbursing officer. (If collections are deposited with an Army finance and accounting officer, send one *unauthenticated* copy to the Army office designated to process the accounts of the finance office reporting the collection. Obtain the appropriate address from the Army finance and accounting officer.)

2. Send one unauthenticated copy to MAC ACFAO, Scott AFB, IL.

3. Retain one copy for his records.

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(b) *The Air Force or Army accounting and finance officer* will retain the original and 1 copy for his money accounts. He will authenticate the 2 remaining copies and:

1. Return one to the collecting officer.

2. Send the other to MAC ACFAO, Scott AFB, Illinois.

(c) *The Navy disbursing officer* will retain the original and 4 copies for Navy accounting purposes. He will authenticate the 2 remaining copies and:

1. Return 1 to the collecting officer.

2. Send the other to MAC (ACFAO), Scott AFB, Illinois.

8. **How Refunds Are Made.** Refunds to which passengers or shippers of cargo may be entitled because of termination of transportation short of destination or nonuse of facilities for which charges were originally prepaid will be made by HQ MAC (ACFAO) directly to the individual or agency concerned, following the procedures outlined in part three, MAC Manual 76-1.

BY ORDER OF THE SECRETARIES OF THE AIR FORCE, THE ARMY, AND THE NAVY

OFFICIAL

JOHN D. RYAN, *General, USAF*
Chief of Staff

DWIGHT W. COVELL, *Colonel, USAF*
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Assistant Vice Chief of Naval Operations
Director of Naval Administration

H. S. HILL
Major General, U.S. Marine Corps
Deputy Chief of Staff (Air)

DISTRIBUTION:

Air Force: S; X: Dept. of Transportation Training,
Sheppard AFB, TX

Army: To be distributed in accordance with DA Form 12-9
requirements for AR, Air Transportation.

Active Army: C (Qty rqr block no. 136).
ARNG: None.
USAR: D (Qty rqr block no. 137).

Navy:
SNDL PART I

21 (Fleet Commanders in Chief and U.S. Documents
Officer, CINCSOUTH)

22 (Fleet Commanders)
23 (Force Commanders)
24 (Type Commanders)
26PP (Supply and Logistics Representatives)
27 (Administrative Commands and Units)
28 (Flotilla, Squadron and Division
Commanders--Ships)
39B (Construction Battalions)
41A (Commander MCS)
42A (Fleet Air Commands)

SNDL PART II

A3 (Chief of Naval Operations)
A4A (Chief of Naval Material)
A5 (Bureaus)
B4 (Military Air Traffic Coordinating Office)
F (Shore (Field) Activities under the Command of
the Chief of Naval Operations)

Copy to:

A2A (Independent Offices) (Comptroller of the Navy only)
A6 (Headquarters U.S. Marine Corps)
B5 (U.S. Coast Guard)

Stocked:

Supply and Fiscal Department (Code 514.32)
U.S. Naval Station
Washington, D.C. 20390 (100)
MARCORPS LIST '12' plus 7000016 (2).

Summary of Revised, Deleted or Added Material

This revision updates the procedures for rate determination
(para 3) and changes certain MAC symbols.

S A M P L E

CERTIFICATE OF ACCEPTANCE OF LIABILITY

The _____

(Agency)
requests military air transportation for _____

(Purpose)
Routes _____

I certify that U.S. military air transportation
requested above is required by _____

(Name of Requesting Agency)
and is to be billed to: _____

(Address)

Signature _____

Name _____

(Typed or Printed)

Title _____

S A M P L E

Attachment 1

26 January 1971

AFR 76-8
AR 59-30
OPNAV INST 4630.16C

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		1001		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
		10		
RECEIVING OFFICE	ACTIVITY (Name and location)			
	5th Aerial Port Squadron, Det. #3, APO 223, New York, 09241			
DISBURSING OFFICE	RECEIVED AND FORWARDED BY (Printed name, title and signature)			DATE
	signed/ John Doe JOHN DOE, Captain, USAF Revenue Traffic Officer			1 October 1968
DISBURSING OFFICE	ACTIVITY (Name and location)			
	AP Finance Office, Athens, Greece			
DISBURSING OFFICE	DISBURSING OFFICER (Printed name, title and signature)			DATE RECEIVED SUBJECT TO COLLECTION
	signed/ Richard Roe RICHARD ROE, Captain, USAF D. C. Symbol 6593			1 October 1968
DISBURSING STATION SYMBOL NUMBER				
6593				
PERIOD: From To				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
1 Oct	Mrs. William Fox	ATH ANK 090/133, 322d AD ATH-10(P)	\$ 57.00	57X6922 S595200
1 Oct	Blank Construction Co.	ATH ANK 091/184, 322d AD ATH-10(C)	100.00	57X6922 S595200
TOTAL			\$157.00	

DD FORM 1131 APR 57 PREVIOUS EDITION MAY BE USED

Form approved by
Comptroller General, U. S.
24 January 1959

Attachment 2